



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** MI892

**Position Number:** GRAPHICS DESIGNER

**Position Grade:** GS13

**Salary Range:** \$106,823 - \$138,868 (not applicable for detailees)

**Vacancy Open Period:** 06/27/2022 – 07/19/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/CTIIC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS - 13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre employees at the same grade or one grade lower than the advertised position grade may apply.
  - Current Federal Government employees at the same grade as the advertised position grade may apply.



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- Candidates outside the Federal Government.
- Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees at the same grade or one grade lower than the advertised grade may apply.

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission**

The Cyber Threat Intelligence Integration Center (CTIIC) is the DNI's Intelligence Community (IC) lead for cyber intelligence issues. CTIIC is responsible for integrating IC collection and analysis on cyber intelligence issues, and for coordinating and supporting the IC in providing accurate, timely, comprehensive support to national policy and decision makers. CTIIC also coordinates and monitors the Presidential-mandated Comprehensive National Cybersecurity Initiative, among other duties.

## **Major Duties and Responsibilities (MDRs)**

Develop highly engaging, innovative visual concepts and templates that clarify complex cyber threat-related information for IC counterparts and senior policymakers.

Advise on or design complex publication products, such as books, brochures, newsletters, corporate identity, logos, and environmental graphics.

Serve as a technical/creative resource for assigned team projects, provide alternative approaches and mediums for consideration, review concepts and final artwork, and recommend or incorporate revisions for team projects to ensure adherence to technical production and quality control standards.

Advise on or design complex briefing products, such as infographics, presentations, data visualizations, illustrations, and technical drawings.

Plan and coordinate highly complex graphic design projects; define project goals, scope, and requirements (i.e., audience, deadline, final product format, delivery methods) for all phases of planning and production; lead team projects and interpret customer requirements and project complexity to determine required team and technical resources needed for timely, accurate product delivery



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Communicate and coordinate with clients to determine how best to scope their products and conceptualize visuals for finished intelligence.; work closely with clients and planners to assess team and technical requirements for complex projects, discuss production schedules, provide necessary services, and resolve procedural and production problems that may arise.

Lead and participate in visual facilitation sessions with clients to better understand their needs, enhance and drive visual strategies, and deliver high quality visual products and services.

Plan and develop original content by researching and analyzing multimedia methodology and subject matter to develop original concepts, creating project storyboards and work plans, researching, and acquiring necessary releases, licenses, and approvals, and providing direction and guidance to project team members.

Participate in brainstorming sessions to share new design perspectives and ideas.

Keep apprised of advancements in graphic design techniques, technologies, and trends to deliver cutting-edge work.

Apply principles and theories of graphic design, data visualization, layout, and typography, and ensure alignment with visual tradecraft standards to implement design ideas that effectively communicate the intelligence story.

Proactively seek out and implement feedback to deliver quality visuals.

Build and leverage diverse collaborative networks within the ODNI and across the IC.

Participate in relevant IC groups that correspond to the production of visuals in finished intelligence.

## **Mandatory and Educational Requirements**

Highly-skilled graphic designer with a minimum of 6 years of professional experience in graphic design and visual analysis, strong critical thinking and presentation skills, and a desire to develop your skillset.

Strong interpersonal and communication skills with an ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of both technical and non-technical audiences.

Self-starter with the ability to work independently and collaborate with a team to solve an array of challenges through visual design.

A collaborative, solution-seeking attitude with a high degree of personality and a desire to learn new skills and grow professionally.

Ability in the use of a broad range of graphic tools and approaches to present data, including the Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat); thorough knowledge of appropriate and efficient file formats and structure for printing, electronic dissemination, and archival purposes.

Experience leading conceptualization sessions and advising authors on how to most effectively communicate the analytical story in a visual.



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Thorough knowledge of corporate policy and guidelines for publications and multimedia production; thorough knowledge of formats, standards, and production resources for print and electronic media.

Familiarity of and adherence to copyright laws and accessibility guidelines.

Strong portfolio of no more than five products that demonstrate strong aesthetic judgement, creativity, and innovation in distilling complex information into effective and easily digestible formats.

Ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time, technical, and administrative resources.

## Desired Requirements

Ability to remain open-minded and willing to change opinions based on new information and/or requirements.

Strong oral and written communication skills and expert ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.

Analytic and critical thinking skills, including the superior ability to think strategically and identify needs, requirements, and develop recommendations.

High degree of honesty, integrity, and analytic objectivity.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.



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LEADING INTELLIGENCE INTEGRATION

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

### A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

## CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS//SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

**Applicants from federal agencies outside the IC must provide:**

**WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on





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Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oqa/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules